

GENERAL PACKAGING INSTRUCTIONS

Case reports are required to accompany all evidence except drug cases. Do not put the case reports inside evidence envelopes.

- A. **Chain of custody** is a written record of names and dates for custody of an item of physical evidence. All physical evidence must be accompanied by a written chain of custody.

Required steps:

1. Mark the evidence, or if it's too small, mark the envelope or packaging material with your initials.
2. Place evidence in the appropriate container and mark the container with case number, item number and a brief description of the contents.
3. Seal securely to prevent cross-contamination.
4. Personalize the seal with the signature of the person sealing the envelope and the date.
5. Always sign the chain of custody with name and date when transferring.
6. Transport to laboratory in appropriate fashion. If using a property clerk to transport the evidence, be sure to sign the chain of custody and give the clerk the case report.

- B. **Packaging of evidence:** Please follow these guidelines when packaging physical evidence.

For your convenience we provide free evidence envelopes. Contact your local Forensic Services Laboratory at one of the addresses below.

REMEMBER: Put case reports and evidence inventory on the outside of the evidence envelopes or box.

Package:

- Clothing in paper sacks or evidence envelopes.
- Over-size evidence in brown paper, sealed at the edges.
- Place individually wrapped items from the same case in a box unless otherwise noted.

- C. Mailing Instructions:** Mail via United Parcel Service (UPS), registered U.S. Mail or Federal Express. Request confirmation of delivery.

Meridian

Idaho State Police
Forensic Services
700 S. Stratford, Ste 125
Meridian, ID 83642-6202
884-7170

Coeur d' Alene

Idaho State Police
Forensic Services
615 W. Wilbur, Suite B
Coeur d' Alene, ID 83815
209-8700

Pocatello

Idaho State Police
Forensic Services
209 E. Lewis
Pocatello, ID 83201-6419
232-9474

